

CITY OF SANTA CLARA
CIVIL SERVICE COMMISSION
SUMMARY OF MINUTES

May 12, 2008 – 7:00 PM
City Council Chambers, City Hall
1500 Warburton Avenue
Santa Clara, California

Present: Acting Chairperson Mohammed Nadeem, Commissioners Steve Chan, Fran Palacio and Kim Kristalyn; Tina Murphy, Acting Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

Absent: Chairperson Beverly Silva

Recommendations for Council Action:

- A) **APPROVE the modification of the job specification for Staff Aide II**
- B) **APPROVE the modification of the job specification for Time and Material Clerk**
- C) **APPROVE the modification of the job specification for Permit Technician**
- D) **APPROVE the modification of the job specification for Fire Plan Draftsperson**
- E) **APPROVE the modification of the job specification for Community Service Officer I**
- F) **APPROVE the modification of the job specification for Account Clerk I**
- G) **APPROVE the new job specification for Office Specialist to the City Clerk**

I. ROUTINE ITEMS

- A. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
Vice-Chairperson Nadeem called the meeting to order at 7:00 p.m., and led the group in the Pledge of Allegiance.
- B. **MINUTES** of March 10, 2008 Civil Service Commission meeting
MOTION by Commissioner Chan, seconded by Commissioner Palacio, **to APPROVE the minutes of the March 10, 2008 Civil Service Commission meeting.**
MOTION carried 4-0.
- C. **CHANGE OF STATUS REPORT** for March and April, 2008
- D. **CURRENT RECRUITMENT ACTIVITY REPORT** for March and April, 2008
- E. **EXAMINATION REPORTS** for March and April, 2008
MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, **to NOTE AND FILE Items I-C, I-D, and I-E.**
MOTION carried 4-0.

Civil Service Commission Summary of Minutes-May 12, 2008 (Continued)

II. UNFINISHED BUSINESS

- A. CONSIDER REQUEST for Board of Review to Hear Unresolved Employee Issue
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to DENY the request for a Civil Service Commission Board of Review to hear an unresolved employee issue.**
MOTION carried 4-0.

III. NEW BUSINESS

- A. CONSIDER REQUEST to Extend Eligible List for Grounds Maintenance Worker III
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the extension of the eligible list for Grounds Maintenance Worker III for one additional year until June 21, 2009.**
MOTION carried 4-0.
- B. CONSIDER REQUEST to Waive Examination Process for Associate Planner
MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, **to APPROVE the request for waiver of the examination process for Associate Planner.**
MOTION carried 4-0.
- C. CONSIDER REQUEST to Waive Examination Process for Street Maintenance Worker III
MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, **to APPROVE the request for waiver of the examination process for Street Maintenance Worker III.**
MOTION carried 4-0.
- D. CONSIDER REQUEST to Waive Examination Process for Forensic Coordinator
MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, **to APPROVE the request for waiver of the examination process for Forensic Coordinator.**
MOTION carried 4-0.
- E. CONSIDER REQUEST to Modify Job Specification for Staff Aide II
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Staff Aide II.**
MOTION carried 4-0.

Civil Service Commission Summary of Minutes-May 12, 2008 (Continued)

- F. **CONSIDER REQUEST** to Modify Job Specification for Time and Material Clerk
 MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, **to APPROVE the modification of the job specification for Time and Material Clerk.**
 MOTION carried 4-0.
- G. **CONSIDER REQUEST** to Modify Job Specification for Permit Technician
 MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Permit Technician.**
 MOTION carried 4-0.
- H. **CONSIDER REQUEST** to Modify Job Specification for Fire Plan Draftsperson
 MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, **to APPROVE the modification of the job specification for Fire Plan Draftsperson.**
 MOTION carried 4-0.
- I. **CONSIDER REQUEST** to Modify Job Specification for Community Service Officer I
 MOTION by Commissioner Palacio, seconded by Commissioner Chan, **to APPROVE the modification of the job specification for Community Service Officer I.**
 MOTION carried 4-0.
- J. **CONSIDER REQUEST** to Modify Job Specification for Account Clerk I
 MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the modification of the job specification for Account Clerk I.**
 MOTION carried 4-0.
- K. **CONSIDER REQUEST** to Approve New Job Specification for Office Specialist to the City Clerk
 MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the new job specification for Office Specialist to the City Clerk, establish the recruitment type as open/promotional, with an examination weighting of qualifying written and performance examinations, and 100% oral examination.**
 MOTION carried 4-0.
- IV. **INFORMATIONAL ITEMS** – None
- V. **ORAL COMMUNICATIONS** – None

VI. ADJOURNMENT

MOTION by Commissioner Chan, seconded by Commissioner Palacio, **to adjourn the meeting at 7:50 p.m. until the next regular Civil Service Commission meeting at 7:00 p.m. on Monday, July 14, 2008.**
MOTION carried 4-0.